



City of Gulfport, Mississippi
Job Description

Foreman I

(4M1L)

Department: 415 – Leisure Services

EEO Class: Service Workers

Date Revised: 3.8.16

Building Maintenance

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Foreman I supervises the work of a crew engaged in construction or maintenance operations of a more routine or limited nature.

The Foreman I is responsible for on site supervision and for obtaining effective and efficient performance from subordinates in carrying out assigned tasks. Size of crew supervised varies according to area of work assignment.

The Foreman I may also operate automotive or construction equipment associated with work activities.

The Foreman I is under general supervision of the Building Maintenance Superintendent.

The Foreman I assists in directing and participates in construction and maintenance of building and structures and performs related tasks as required.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Supervises a crew when required;
- Performs related work as required.
- Performs the ongoing daily work activities of work assigned, operates equipment in an efficient safe manner, maintains materials and inventory.
- Periodically works with other divisions or department on the many facets of their work responsibilities.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Considerable knowledge of the standard methods, materials tools and equipment utilized in area of work assignment. This will include being able to read blueprints and drawings and considerable knowledge in measurements.
- Considerable knowledge of the work hazards and applicable safety precautions associated with area of work assignment.
- Ability to assign, supervise and inspect the work of a group of workers and to instruct them in proper work methods.
- Ability to follow oral and written instructions.
- Ability to prepare routine work reports of activities undertaken.
- Ability to direct and take an active part in building construction and maintenance activities.

Education and Experience

High School graduate or equivalent. Considerable experience in area of work assignment or in related operations and some experience in labor supervision.

Required Licenses or Certificates

Must possess valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.